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SDP 3245

Follow-up 2/7/62 25X1

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300041-4

File

Discussed with [redacted]

25 January 1962 of DDP/RMO office.

MEMORANDUM FOR THE RECORD

Subject: CS Records Management Report, 2 October 1961

He attended meeting with representatives of SSA/DDS recently on this subject & they concluded that they would contact us later

1. On 18 January 1962, I discussed with [redacted] Recommendation 8 of the above mentioned report as follows:

subject & they concluded that they would contact us later

"Recommendation #8. Require SSA/DDS, with the assistance of the Agency Records Management Staff, to develop a program for installation of a uniform subject file system throughout the CS Support Staffs and to develop and administer an administrative records control schedule for all CS administrative paper."

2. I informed [redacted] that in 1959 [redacted] made a survey of CS Support Staffs for the Wattles Committee. He proposed a plan for filing administrative records and a proposed Records Control Schedule for all CS Administrative papers. A copy of this report went to [redacted] who was then the DDP/RMO. The SSA/DDS was knowledgeable at that time of the proposals in [redacted] survey report.

2/16 Discussed with [redacted]

3. Some months ago, [redacted] said that a copy of his report was made available to the present DDP/RMO, [redacted]

telephone; he will work

4. Mr. Beers agreed that the proposals contained in [redacted] survey report should be adopted by the CS Support Staffs. He requested that I contact [redacted] of the SSA/DDS and request that he proceed to bring this to the attention of the Support Chiefs. While [redacted] feels that the SSA/DDS should take responsibility for implementing our problems in the 1959 survey report, he realized that they would not have the staff to do this and we should help them. Accordingly, on 19 January, I called [redacted] and advised him of [redacted] wishes. I also advised [redacted] and asked him to send a copy of [redacted] 1959 survey report to [redacted] is to notify me when he wants us to help out.

up a proposal & send it to me for review before it goes to the DDP

[redacted]

2/16

Discussed with [redacted]

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He said he would get in touch with [redacted]